

Headquarters U.S. Air Force

Integrity - Service - Excellence

DTS-101 (Blue Version)



**Lt Col Tony Grogean
Chief, Travel Reengineering Division
Deputy Assistant Secretary of the Air Force (FM)**

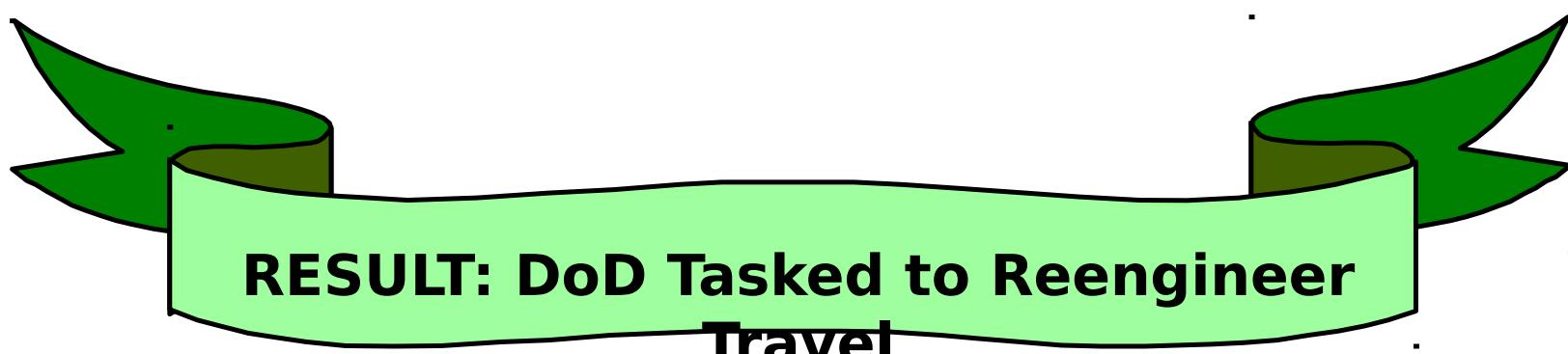
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How It All Began

- National Performance Review - Sep
Report called for overhaul of entire DoD travel system.
- Congressional Concerns





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Task Force Recommendations

January 1995

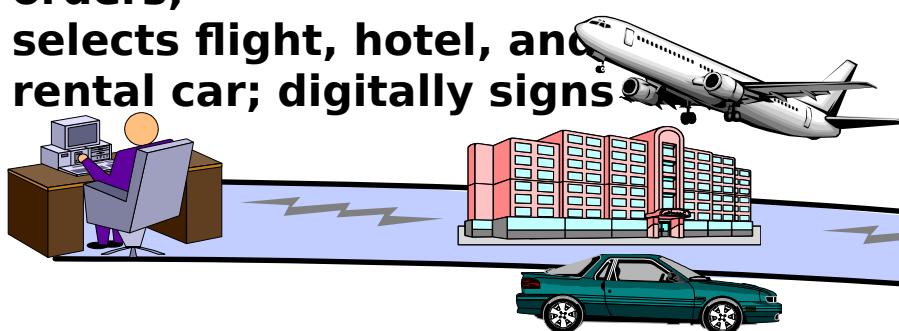
- Consolidate Travel Services under one single procurement entity**
- Use full-service civilian commercial travel contractors to make all arrangements**
- Simplify traveler entitlements and publish in English**
- Make supervisors responsible for managing travel**
- Use government charge cards**
- Speed travel voucher settlement**
- Use electronic funds transfer to speed payment**



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AUTHORIZATION PROCESS

#1 Traveler prepares orders; selects flight, hotel, and rental car; digitally signs



#2 Commercial Ticket Office books reservations



#3 Reviewer (i.e. Resource Advisor)



#5 CTO issues



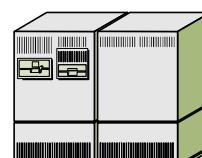
#9 TDY



#7 Traveler notified order is complete



#4 Approving Official approves electronically



#8 ATM advance as required

#6 DFAS Accounting System updates



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DTS - Voucher Process

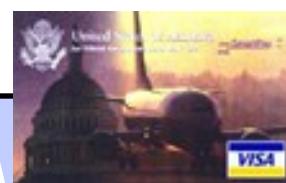
#1 Traveler accesses DTS - completes voucher



#2 Approving Official reviews & approves



#3 electronically sent to DFAS



#5 Traveler Pays GTC Card (if necessary)



#4 Funds sent EFT to bank/credit union and “Split Pays” to GTC Card



Air Travel Details

Use this screen to book your air travel to **Destination 1**

Departing From: Washington, DC

Traveling To: Chicago, IL

Required Search Criteria

* Departure Airport:

DCA

* Arrival Airport:

ORD

* Arriving 25 Mar 2003

1:00 PM

Trip Summary

Overall Starting Point

Details:	Washington, DC	Edit
	Departing: 25-Mar-03	

Destination 1

Details:	Chicago, IL	Edit
	Arriving: 25-Mar-03	
	Departing: 27-Mar-03	

Overall End Point

Details:	Washington, DC	Edit
	Arriving: 27-Mar-03	

Rental Car Details

Use this screen to select a rental car for **Destination 1**

TDY/TAD Location: Chicago, IL

Pick-Up Date: Tuesday, March 25, 2003

Drop-Off Date: Thursday, March 27, 2003

Rental Car Saved

\$33.00 / Day

Enterprise Rental Car

MTMC Contractor

Economy Car

Location: **ORD**

Amenities: Air Conditioning

Automatic Transmission

Outside the Airport Terminal

Restrictions: Daily unlimited miles/kilometers
Extra Day 33.00 USD unlimited miles
Extra Hour 8.26 USD unlimited miles

Rental Car details entered:

* Pick-Up Time: 02:00 PM

* Drop-Off Time: 11:30 AM

Comments to the Travel Agent:

* Please investigate refueling options

[Edit This Rental Car](#)

[Proceed to Expenses](#)

Trip Summary

Overall Starting Point

Details: Washington, DC
Departing: 25-Mar-03

[Edit](#)

Destination 1

Details: Chicago, IL
Arriving: 25-Mar-03
Departing: 27-Mar-03

[Edit](#)

Flight: America West 59
Depart: 12:00 PM - DCA
Arrive: 1:25 PM - ORD
Date: 25-Mar-03

[Edit](#)

[Del.](#)

Lodging: Best Western Grant Park
Check-In: 25-Mar-03
Check-Out: 27-Mar-03

[Edit](#)

[Del.](#)

Car: Enterprise - Compact Car
Pick-Up: 25-Mar-03
Drop-Off: 27-Mar-03

[Edit](#)

[Del.](#)

Overall End Point

Details: Washington, DC
Arriving: 27-Mar-03

[Edit](#)

Flight: America West 49
Depart: 2:00 PM - ORD
Arrive: 3:25 PM - DCA
Date: 27-Mar-03

[Edit](#)

[Del.](#)



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DTS - Advantages

- **Saves time, eliminates paperwork**
- **On-line visibility of available airlines, hotels**
- **Status of order/voucher can be tracked by traveler and approving official**
- **Eliminates manual voucher computation errors**
- **Traveler knows payment amount immediately**
- **GTC card payment option for “split disbursement”**
- **Accurate automated accounting**



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Defense Travel System



Coming soon to a theater near you!



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DoD Fielding Concept

FY	2002	2003	2004	2005	2006	2007
2001						

OA

- Operational Assessment at Ellsworth AFB, SD
- Demonstrated operational suitability in a real-world environment

PHASE I

- DoD Pilot Sites - 5 Air Force
- Refines and tailors processes for service and agency uniqueness

PHASE II

- Primary sites to capture >80% of DoD travel volume
- 76 Air Force sites

PHASE III



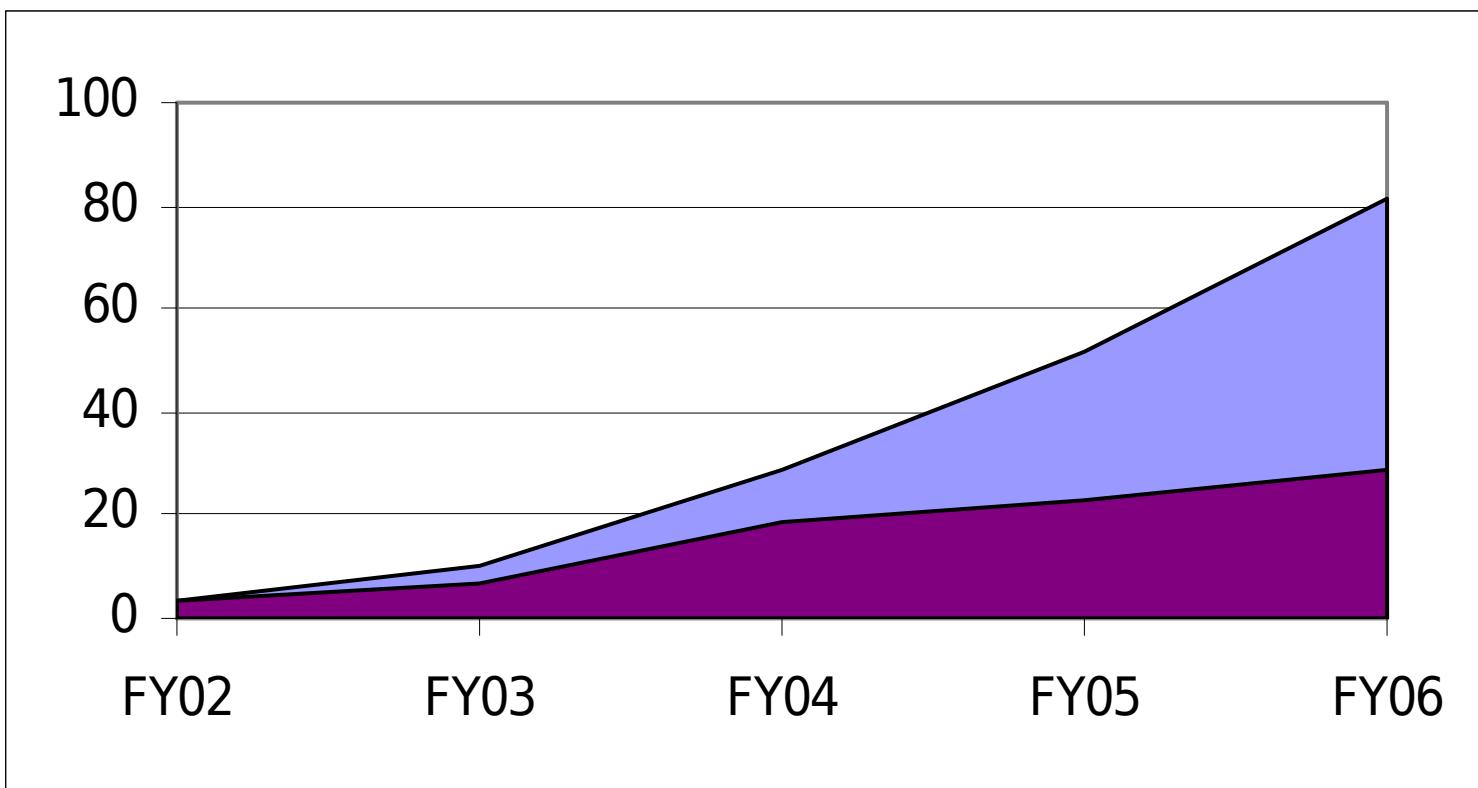
- Remainder of sites
- Services/Agencies fund fielding effort
- PMO-DTS provides guidance and contract vehicle to support fielding





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Phase I/II Air Force Sites



	FY02	FY03	FY04	FY05	FY06
Cumulative	3	10	29	52	81
Annual	3	7	19	23	29



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AFSPC

Deployment Schedule

Base IOC

Patrick **6-Mar-04**

Vandenberg **6-Jul-04**

Buckley **8-Nov-04**

FE Warren **7-Feb-05**

Malmstrom **6-May-05**

Peterson **6-Jul-05**

Los Angeles **7-Nov-05**





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Sample AFB Fielding Schedule

MAY				JUNE			JULY				AUGUST			SEPTEMBER					
5/5-5/9	5/12-5/16	5/19-5/23	5/26-5/30	6/2-6/6	6/9-6/13	6/16-6/20	6/23-6/27	6/30-7/4	7/7-7/11	7/14-7/18	7/21-7/25	7/28-8/1	8/4-8/8	8/11-8/15	8/18-8/22	8/25-8/29	9/1-9/5	9/8-9/12	9/15-9/19
CV					BP				DTA	TTT		SETUP	IOC	OH	OH			LPV	



<u>Dates</u>	<u>Event</u>	<u>Purpose</u>	<u>Participants</u>
May 6-7	Command Visit	Executive Overview	CG, Site Leadership, Air Force MAJ COM, PMO



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WING SUPPORT NEEDED

- **Outline business processes**
- **Appoint Organizational Defense Travel Administrators (ODTAs)**
 - ODTAs should have knowledge of the travel process in their respective units.
- **Obtain CAC**
- **Provide training facilities**
- **Attend the training**
- **WGMs install DBsign**
- **Provide feedback**





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~~DTS IS Coming~~

Here

